



**City of Redmond Arts Commission
ORGANIZATIONAL SUPPORT GRANT
APPLICATION PROCEDURES**

Welcome to the City of Redmond Arts Commission's Organizational Support Grant Program. Through this program the City of Redmond provides funding to high quality established 501 (C) (3) arts organizations located in Redmond that primarily serve Redmond residents with arts events, programs and services and can demonstrate a record of programmatic and administrative stability. **All programs and services must be held within the Redmond city limits.** The application is available on-line print it from the City of Redmond's web site at www.ci.redmond.wa.us or call 425-556-2316 to request by mail or e-mail.

APPLICATION DEADLINE AND REVIEW PROCESS

Hand delivered or mailed applications must be received at the Old Redmond Schoolhouse Community Center by 8 p.m. the third Friday in October for the following year and the third Friday of June if there is a second round for that calendar year. Postmarks dated after the deadline and fax transmissions will not be accepted.

The application must be complete. All required information and materials must be submitted by the deadline. This includes narratives, budgets and other financial information, signatures, documentation and anything else required in the application. A signed checklist is required. Incomplete applications will be disqualified.

Applications shall be reviewed by the Grant Committee and a recommendation will be made to the Redmond Arts Commission for funding. You will be notified by mail or e-mail of your funding status within six weeks of application.

SELECTION CRITERIA

The City has established the following general criteria for the Organizational Support Grants:

1. Funding shall provide general organizational support to Redmond Arts Organizations whose programs/services benefit Redmond residents of all ages.
2. Funding shall not be used for capital expenditures such as equipment or facility development.
3. Awards will be made to organizations that have:
 - a. demonstrated artistic excellence and leadership (quality of artistic product or service.)
 - b. demonstrated public benefit (efforts to broaden audiences or public, size and distribution of audience or public; commitment to education.)
 - c. demonstrated management abilities (financial position or condition, fiscal responsibility, and management.)
4. Special consideration will be given to organizations that meet the following criteria:
 - a. Organizations that are young (existed 10 years or less).
 - b. Organizations with annual operating budgets under \$25,000.

-MORE-

City of Redmond Arts Commission
ORGANIZATIONAL SUPPORT GRANT, Page 2

FINAL REPORT

In addition to a final written report, a representative of the organizations that receive funding will be required to make an oral presentation (ten (10) minute maximum) to the Redmond Arts Commission at the following calendar year's first regularly scheduled Arts Commission meeting at the Old Redmond Schoolhouse Community Center, 16600 NE 80 St, Redmond at 7 p.m. Provide 12 copies of the final report.

GUIDELINES/APPLICATION PROCESS

ELIGIBILITY

Redmond based organizations or institutions within the Redmond city limits or Redmond service area (98052, 98053 zip code areas) and those serving a significant number of Redmond residents are eligible for support. **Organizations that have not met the reporting requirements for previously funded projects will not be considered.** Selection criteria must be met.

Eligibility for Organizational Support is restricted to organizations that, at the time of the application:

1. Have at least a one-year history of arts activity since the date of state non-profit incorporation, and qualify as a non-profit, tax exempt organization under Section 501 (c) (3) of the Internal Revenue Code.
2. Have a primary mission clearly involving the arts - such as the conception, production, performance or exhibition of works of art, or providing arts related services to Redmond residents or artists.

RESPONSIBILITIES

Organization sponsored programs must be open and accessible to the public. Facilities and programs must be handicapped accessible. Organizations shall report the specific uses of grant funds, and the City of Redmond Arts Commission shall be given credit in all appropriate publicity.

AWARD FUNDING PROCESS

Once a recommendation has been made you will receive written notification within six weeks of application.

If your project is funded, a formal written contract will be sent, this needs to be completed prior to the start of the program. The contract will require:

1. A copy of your current City of Redmond Business License.
2. Signed W-9 IRS Identification Tax Payer number form
3. Use of the City of Redmond logo in any publicity or printed materials
4. Return the signed contracts
5. Program Summary/Evaluation
6. Provide a ten-minute (10) oral presentation to the Arts Commission at a regular Thursday evening meeting upon completion of your project.

Funding level:

Maximum Organizational Support grant award request must not exceed \$1,500 or 20% of annual operating budget, which ever is less.

-MORE-

City of Redmond Arts Commission
ORGANIZATIONAL SUPPORT GRANT, Page 3

The Redmond Arts Commission reserves the right to provide only partial funding for approved arts education grant applications. If this is the case, reduced funding program impacts must be submitted in writing prior to the administration of the contract.

APPLICATION PROCESS

Review the selection criteria and guidelines before filling out the application form. Please do the following:

- A. Give complete, accurate and clear information.
- B. Type your application.
- C. Limit your answers to the space provided.
- D. Double check your arithmetic on the budget page.
- E. Sign forms where indicated.
- F. Attach copy of 501 (c) (3) determination.
- G. Submit the original with attachments by the deadline.
- H. Submit organizational narrative essay (max 2 type written pages no smaller than 12 point type size).
- I. Submit artist work samples. (representative of organization's best artistic work, presentation efforts, or services).
- J. Include a signed copy of the application check list.

Hand deliver by 8:00 pm

The third Friday of Oct or June to:

Organizational Support Grant Applications
Redmond Arts Commission
Old Redmond Schoolhouse Community Center
16600 NE 80 Street, Redmond

By mail must be received

by third Friday of Oct or June 8:00 pm:

No postmarks/or fax transmissions.

Organizational Support Grant Applications
Redmond Arts Commission - ORSPK
PO Box 97010
Redmond WA 98073-9710

Driving directions: The Old Redmond Schoolhouse Community Center is located on the corner of NE 80 and 166 Ave NE in downtown Redmond, two blocks north of Redmond Way. (From the one-way couplets through down town Redmond: Turn right off Redmond Way onto 166 Ave NE. Turn left on 166 Ave NE off of Cleveland Street.)

Call the Arts Administrator at 425-556-2316 if you need additional information.



City of Redmond

ORGANIZATIONAL SUPPORT GRANT APPLICATION

1. APPLICANT ORGANIZATION

Legal Name _____ Phone _____

Mailing Address _____ City _____ Zip _____

E-mail Address _____

Managing Director _____ Title _____ Phone _____

Organization Contact _____ Title _____ Phone _____

Incorporation Date _____ IRS # _____

City of Redmond Business License # _____

Attach one copy of applicant non-profit tax exempt determination from the IRS 501 (c) (3).

2. APPLICANT BUDGET OVERVIEW

Most Recently completed
Fiscal Year Actuals

From ____/____/____

To ____/____/____

Income \$ _____

Expenses \$ _____

Current Fiscal Year
Estimated

From ____/____/____

To ____/____/____

Income \$ _____

Expenses \$ _____

Projected Fiscal Grant Year
(when not current fiscal year)

From ____/____/____

To ____/____/____

Income \$ _____

Expenses \$ _____

3. APPLICANT STATISTICS

a. Total # board members _____ Total # staff _____ Total # volunteers _____

b. Is the event held in Redmond? If not in Redmond, please explain briefly why.

c. Indicate the number of Redmond audience participants (not employees or paid performers) that benefited directly from your organization's activities for the most recent year: Event attendance _____ Classes/meetings _____ Broadcasts _____

d. Provide the # of artists and Redmond artists directly involved in providing art or services specifically identified with your organization's activities. Include living artists whose work is involved in an exhibition whether or not the work was provided by the arts or by an institution:

Redmond Artists # _____ Total Artists # _____

-OVER-

- 4. NARRATIVE DETAIL (ESSAY) Type written limited to two pages (12 point type)**
Address the following topics and identify each section with the corresponding title.

I. ARTISTIC EXCELLENCE AND LEADERSHIP

- A. Organization Mission
- B. Organizational Accomplishments
List programs or services by title with a brief description and date completed or new projects planned.

II. PUBLIC BENEFIT

- A. What public benefit does your organization provide?
- B. Describe what Redmond population is primarily being served.

III. FISCAL RESPONSIBILITY AND MANAGEMENT

- A. Briefly describe the organization's short-term and long-range plans.
- B. Describe the financial objectives for the coming year, potential income sources and amounts anticipated.
- C. Briefly describe the credentials of the board officers and key staff.

-MORE-

ORGANIZATIONAL SUPPORT GRANT APPLICATION, Page 3

5. APPLICANT ORGANIZATION BUDGET DETAIL

Artistic Program Income and Related Expenses:

Artistic Program Income and Related Expenses:		Most Recently completed Fiscal Year Actuals	Current Year Estimated	Projected Fiscal Estimated <i>Grant</i> Year (When not CFY)
		From ____/____/____ To ____/____/____	From ____/____/____ To ____/____/____	From ____/____/____ To ____/____/____
A. Income				
1.	Grants and Contributions (restricted and unrestricted)			
a.	Private/foundation grants	\$ _____	\$ _____	\$ _____
b.	Government grants (not RAC)	\$ _____	\$ _____	\$ _____
c.	Corporate contributions	\$ _____	\$ _____	\$ _____
d.	Individual contributions	\$ _____	\$ _____	\$ _____
	A. 1. Subtotal	\$ _____	\$ _____	\$ _____
2.	Earned Income			
a.	Programs, admissions, sales	\$ _____	\$ _____	\$ _____
b.	Endowment income	\$ _____	\$ _____	\$ _____
c.	Auxillary income	\$ _____	\$ _____	\$ _____
d.	Other earned income (describe)	\$ _____	\$ _____	\$ _____
	A. 2. Subtotal	\$ _____	\$ _____	\$ _____
	Subtotal Cash Income	\$ _____	\$ _____	\$ _____
	RAC Award or Request	\$ _____	\$ _____	\$ _____
	Total Cash Income	\$ _____	\$ _____	\$ _____
B. Expenses				
1.	Production or program services	\$ _____	\$ _____	\$ _____
2.	Promotion	\$ _____	\$ _____	\$ _____
3.	Administration	\$ _____	\$ _____	\$ _____
4.	Other expenditures (describe)	\$ _____	\$ _____	\$ _____
	Total Cash Expenses	\$ _____	\$ _____	\$ _____
C. Excess (deficiency)		\$ _____	\$ _____	\$ _____
D. Accumulated Operating Fund Balance	\$ _____ as of ____/____/____ Surplus or (Deficit)			

6. COMPLIANCE AGREEMENT

It is understood and agreed that any funds awarded as a result of this application are to be used for the purpose set forth herein.

Furthermore, it is understood that the organization receiving federal funds agrees to comply with the following:

- The Civil Rights Act of 1991, which prohibits discrimination on the basis of race, national origin or color;
- Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs or activities
- The Americans with Disabilities Act of 1990, which requires that all persons be given equal opportunity to participate in programs or services.

SIGNATURES

Managing Director: _____ Date: _____

Authorizing Official: _____ Date: _____

Organization Contact: _____ Date: _____



**City of Redmond Arts Commission
ORGANIZATIONAL SUPPORT GRANT
Application Check List**

Please use this checklist to ensure that:

1. all eligibility requirements are met.
2. all sections of the application are complete.
3. all materials are included.

Be sure to sign at the bottom and include this form with your application.

- ☐ Organization is Redmond based or within Redmond city limits or service area.
- ☐ Programs and/or services held within Redmond city limits for all ages.
- ☐ Serves primarily Redmond residents.
- ☐ Organization has at least a one year history of arts activities since date of incorporation.
- ☐ Organization has demonstrated programmatic and administrative stability.
- ☐ Funding not used for capital expenditures such as equipment or facility development.
- ☐ Organization's primary mission is in the arts.
- ☐ Organization qualifies as nonprofit, tax-exempt under Section 501c3 of IRS Code.
- ☐ Organization is prepared to report specific use of the funds (not required with application).
- ☐ Request does not exceed \$1,500 or 20% of the annual operating budget.
- ☐ Organizational narrative essay (maximum 2 pages, no smaller than 12 point type).
- ☐ City of Redmond Arts Commission will be acknowledged in all promotional materials.
- ☐ All organization events are open and accessible to the public and handicapped accessible.
- ☐ If awarded, organization is prepared to make final oral report to the Commission.
- ☐ One (1) copy of IRS tax-exempt determination.
- ☐ One (1) original copy and four (4) photo copies of the completed and signed application form.
- ☐ All narrative sections are complete.
- ☐ Application is typed (not required).
- ☐ All budget figures, including projections, are complete.
- ☐ Artist, management resumes.
- ☐ Signature of authorizing official (required), managing director and organization contact.
- ☐ Contact phone number.
- ☐ Additional materials for documentation of credentials (brochures, photos, letters of references, resumes, work samples, etc.)
- ☐ The organization has no outstanding or incomplete reports for previously funded projects.

Hand delivered or received by 8:00 p.m. the third Friday of October or June.

This checklist is complete, signed and submitted with the application.

Signature of applicant: _____ **Date:** _____

